

Toolkit

Tab 1 – Introduction and Instructions

The toolkit provides forms, worksheets, and resource information for the planners who will conduct the one-day county meetings to develop a “locally developed coordinated public transit-human services transportation plan”.

Each tab is outlined by section with notes, suggestions, and more specific information. The templates and worksheets are optional and were developed to offer assistance to the planners.

In addition to receiving a binder with hard copies of all the information, the entire Toolkit is available on the Web at <http://www.dot.wisconsin.gov/localgov/transit/toolkit.htm> so copies could be made for handouts and worksheets could be completed and submitted electronically.

If you experience any difficulties obtaining the information from the website or have any questions or need clarification, please contact:

Bobbie Beson-Crone
Human Services Transportation Coordination Program Manager
DTIM, Room 951
P.O. Box 7913
Madison, WI 53707-7913
608-266-6812
bobbie.beson-crone@dot.state.wi.us

County Plan: Submit to DOT, Bobbie Beson-Crone (address above), by 4:30 P.M. on 9/30/06

The county plan has **nine** documents for submittal:

1. Document 7: Copy of the Newspaper Notice of Public Meeting
2. Document 8: County Meeting Flyer
3. Document 10: County Meeting Invitation Documentation Worksheet
4. Document 12: County Inventory of Transportation Programs and Services
5. Document 13: County Meeting Record
6. Document 14: County Coordination & Assessment Action Plan
7. Document 15: County List of Approved Projects for JARC/WETAP and 5310
8. Document 16: County Meeting Participant List
9. Document 17: County Meeting Evaluation, Summary

Tab 2 – Framework For Action Assessment Tool & Facilitator’s Guide

Document 3: Framework for Action Introduction – Provides an overview of the United We Ride program.

Document 4: Framework for Action Facilitator’s Guide – Identical to the copy you received at the February 6, 2006 facilitator training.

Document 5: Community Assessment Tool – Identical to the copy you received at the facilitator training. Each meeting participant should have a copy for review the day of the county meeting. It is up to you if you want to send the tool or refer participants to the website to review the document before the county meeting.

<http://www.unitedweride.gov/FFA-Intro.pdf>

Tab 3 – County Meeting & Plan Documents and Templates

Document – 6: County Meeting Invitation Letters – Samples 1,2, &3

These are samples for three different meeting invitation letters based on the group/individuals to be invited.

Letter 1: Sent to county stakeholders i.e. advocacy groups, aging and human service agencies, etc.; includes 1 attachment:

County meeting flyer – sample (document 8)

Letter 2: Sent to stakeholders who are transportation providers or receive state/federal funds to contract for transportation services. Includes 4 attachments:

(a) County meeting flyer – sample (document 8)

(b) Inventory of Transportation Programs & Services – Examples Completed Worksheet (document 9)

(c) Inventory of Transportation Programs & Services – Blank Worksheet (document 10)

(d) Stamped self-addressed envelope for service providers to return the completed worksheet if they cannot make the county meeting.

Letter 3: Sent to county meeting invitees to pass onto an agency, organization, or other individuals i.e. a director of a board, agency, etc. who will not attend the meeting themselves but will pass the invitation on to another individual or group; includes 1 attachment:

county meeting flyer – sample (document 8)

Document 7: Newspaper Notice of Public Meeting

This is a sample newspaper announcement, which informs county residents of the meeting, purpose and logistics. It does not have to meet the requirements of a public hearing and can be published in the county paper one to two weeks before the meeting. Included in the announcement is a statement offering transportation to individuals who would like to make the meeting but are without transportation. It is the counties responsibility to assist these individuals with a ride to the meeting. Planners can work with the County Aging and/or Family Service Agencies to assist in transportation arrangements.

Document 8: County Meeting Flyer – Sample

Meeting flyer sample to post at businesses, churches, county buildings, etc. announcing the county meeting. The flyer is sent with all of the invitation letters.

Documents 9 & 10:Conty Meeting Invitation Documentation Worksheets (completed example and blank worksheet

These worksheets when completed and attached to the county plan will document meeting invitation efforts. Meeting invitations should include more than one format (letter, e-mail, phone, etc.) The sample worksheet gives examples of how to document invitations. Listed below are the SAFETEA-LU requirements and proposed guidance for the planning meeting process from FTA.

SAFETEA-LU Requirements

According to SAFETEA-LU requirements, Federal grants (5310, JARC, and New Freedom) have to be part of a “locally developed public transit human services coordination plan” to receive funding in 2007. The plan must be “developed through a process that includes representatives of public, private, and non-profit transportation and human service providers and participation by the public.”

FTA Guidance

The Federal Transit Administration (FTA) is developing guidance in the form of circulars to assist grantees in implementing the 5310 (Elderly Individuals and Individuals with Disabilities Program), JARC (Job Access and Reverse Commute) Program, and the New Freedom Program beginning in FY07. ***Draft*** guidance was released in the Federal Register on 3/15/06. Excerpts from this guidance are included below.

Federal guidance on participation in the planning process emphasizes: (1) Ensuring adequate outreach efforts; (2) recognition of outreach efforts; and (3) participation from non-DOT funded partner agencies and organizations. FTA offers potential outreach strategies:

- Notice or flyers in centers of community activities
- Newspaper or radio announcements
- E-mail lists
- Web postings
- Invitation letters to other government agencies, transportation providers, and advocacy groups

...FTA further proposes that recipients demonstrate a good faith effort to reach out to specific targeted partners by maintaining copies of notices, newspaper ads, letters, etc., to document their outreach efforts.

FTA also proposes that the lead agency (in Wisconsin we chose RPC/MPO/County Planners) include the following groups and organizations in the coordinated planning process:

- Area transportation planning agencies;
- Transit riders and potential riders, including both general and targeted populations; those individuals with lower incomes, a representational cross-section of individuals with disabilities; and older Americans;
- Public transportation providers;
- Private transportation providers, including private transportation brokers, ADA Para transit providers, taxi services, intercity bus operators, etc.;
- Non-profit transportation providers;
- Human service agencies funding and/or supporting access for transportation services;
- Other government agencies that administer health, employment, or other support programs; examples of such programs include Temporary Assistance for Needy Families (TANF), Workforce Investment Act (WIA), Vocational Rehabilitation (DVR), Medicaid, Community Action Programs (CAP), Independent Living Centers (ILC), and Agency on Aging (AoA) programs.

FTA proposes that the lead agency convening the coordinated planning meeting(s) document the efforts they utilized, such as those suggested above, to solicit involvement.

Documents 11 & 12: Inventory of Transportation Programs & Services Worksheets (completed example and blank worksheet)

The blank worksheet is to be completed by county transportation providers. The completed example and a blank worksheet should be sent as one of the attachments to transportation service providers. A suggestion would be to include a self-addressed envelope for return of the worksheet to maximize response from providers.

Document 13: County Meeting Record – Template

This template was developed using the Boston, Georgia, and Nebraska reports as a guide.

Document 14: County Action Plan – Template

This template was developed using the Boston, Georgia, and Nebraska reports as a guide also.

Document 15: County List of Approved Projects for JARC/WETAP and 5310 – Template

Part of the county plan includes approving the list of projects provided to each county (document 18). This template can be used as part of the county plan.

Document 16: County Meeting Participant List – Template

A template to circulate the day of the county meeting to document meeting attendance.

Document 17: County Meeting Evaluation Form – Template

The county meeting should be evaluated for content, format, and organization. An example of an evaluation form is included. Please include meeting evaluations or a meeting evaluation summary as part of the county plan submittal.

Document 18: DOT List of Approved Projects

The JARC/5310 list of approved projects for the State sorted by county. These projects are to be listed on document 15, County List of Approved Projects For JARC/WETAP and 5310, indicating approval.

Tab 4 –Contact Lists for Invitations to the County Meeting

Included in the following lists is an assortment of categories of stakeholders that should be invited to the meeting based on the recent FTA guidance. *These lists are not meant to be all-inclusive.* Enlist the help of individuals in the county (aging agencies, department of human services, etc.) to review the lists and add local people who are not included on the lists i.e. business and local political individuals, etc. Although county individuals can assist with the invitation lists, it is important the invitations get mailed and follow-up contacts to the invitations be done by the RPC/MPO to preserve the perception of neutrality and objectivity. This includes the data on the publicity flyers and any questions about the meetings (purpose, intent, etc.)

Documents 19-21: State and Federal Grant Recipients

These are lists from DOT for 85.21, 5310 (past and current) and JARC projects. There maybe duplicate names and agencies to other lists in documents 19-38.

Documents 22-32: Local/State Government Organizations

Other state agencies submitted these lists of potential invitees.

Documents 33-38: Advocacy Groups

State agencies also submitted many of these advocacy websites and lists to use for inviting participants to the county meetings.

Documents 39-41: WisDOT Lists

DOT lists for bus managers (which includes city/county public transportation representation), Taxi Operator list, and the Wisconsin Tribal Head Officials.

Tab 5 – Background and Reference Information

Documents 42-53

Documents are for reference/or informational purposes and include copies of program summaries (county meeting process summary, 5310 and 85.21 program information etc.) contact information for RPCs/MPOs, and Power Point presentations from the 2/6/06 facilitator training on the county meeting process and the Framework for Action Tools.

Documents 54-56: Framework for Action Examples of State and Community Meeting Records and Action Plans

Included in this section are the three examples of assessments by Grand Island, Nebraska, Boston, Massachusetts, and the state of Georgia. These documents are in the hardcopy binders of all documents sent to each RPC/MPO/County Planner facilitating the county meetings. These documents are identical to the copies provided to you in your folder at the 2/6/06 facilitator training Hill Farms State Office Building in Madison.